



Fort Belvoir Mobilization Site

INPROCESSING PROCEDURES

Inprocessing/Change of Orders Format 1 (COO1)Packet- Ensure SM receives packet for inprocessing/COO1:

Seven (7) working days are needed to inprocess this MOB Site due to unique circumstances (please see Reduction of Time for COO1). The MOB Site is not a MOB Station, therefore, it depends on the installation to provide mobilization services. This time can be reduced if steps in reduction of time are followed.

COO1 Packet- SM must not have a Break in Service (BIS). Issue a COO1 Packet under the following conditions:

- a. SM is extending current orders or,
- b. SM has a new set of orders that do not change DFAS component (RC to RC or AC to AC Pay) or,
 - (1) RC to RC: Both Account Classifications will show fund cites.
 - (2) AC to AC: Both Account Classifications will read NONE.
- c. SM has a new set of orders that are the same as current (i.e. Mob to Mob, CDOS to CDOS w/same Act Clas, ADOS to ADOS w/same Act Clas)

COO2 Packet – SM must complete the Inprocessing Checklist in the final phase of COO2.

Inprocessing Checklist: The Inprocessing Checklist is issued upon arrival to the Mob Site to begin processing new orders. Mob Stations are as follows:

- a. Personnel: The servicing Personnel Office for the assigned UIC is responsible for all Personnel services for the SM. This office is responsible for updating the DD93 and SGLV. It will also input the necessary transaction (based on orders) into eMILPO.
- b. DEERS: Any ID Card Facility can update SM file and issue a new CAC. DEERS has to be completed before updating TRICARE.
- c. Medical: Building 805, Dewitt Army Medical Center, Fort Belvoir is the medical authority for this office. All SMs are required to complete a 805 Checklist if a physical is required. PreHealth Assessments and higher physicals that are less than 6 months old can satisfy this requirement.
- d. TRICARE: To be completed separately if SM is not required to complete 805 Checklist. Update only after DEERS is complete.
- e. Staff Judge Advocate: This portion must be completed at Fort Belvoir's JAG Office.
- f. Vehicle Registration: Required for all Fort Belvoir Units.
- g. Finance: Scheduled by Mob Site (0830 hours, Tues and Thurs only)

Reduction of Time(ROT) for Inprocessing COO1: Does not apply for Initial inprocessing. SM's inprocessing time for COO1 can be reduced to 1 - 2 working days verses 7 working days by S1/Units. Finance appointments can be scheduled in advance by Mob Site (0830 hours on Tues and Thurs only). The following will be provided to the MOB Site either prior to or upon arrival to receive ROT:

- a. Copy of Orders(Complete w/amendments): COO1 must have both orders
- b. PreMob Health Assessment or higher level Physical (Optional): Must be less than 6 months from final Outprocessing date. Recommend 2 months due to the time it may take to get or bridge orders.
- c. eMILPO Printout: A copy of successful completion of transaction for personnel not serviced by Belvoir DHR only.
- d. DD93/SGLV: This applies only to personnel not serviced by Belvoir DHR (eMILPO). Dated less than 2 months from the date of arrival to MOB Site (must to have been entered into personnel system/will not accept manual copy).

Final Phase: The Mob Site will sign off on the Fort Belvoir Inprocessing Form for all SMs who have completed Inprocessing, COO1, or COO2. Gaining units are not to receive SMs who have not completed the process. SM will be called/asked to return to the MOB Site for completion of the process.

Please note that this SOP can be changed without notice.